

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	19/08/2025
Decision Maker (Officer):	Deputy Chief Executive and Corporate Director for Place & Wellbeing
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii) – Part 3.39). 4.4.1(1) All Corporate Directors have the authority to incur expenditure (with the exception of external legal resources) in accordance with the Budget and Policy Framework, Financial Procedure Rules and Procurement Procedure Rules Cabinet, 20th December 2024 (Minute 99 refers) - link Cabinet, 17th March 2025 (Minute 149 refers) - link Executive Decision of the Portfolio Holder for Economic Growth, Regeneration and Tourism dated 6th August 2025 - link
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Ivan Henderson, Deputy Leader of the Council and Portfolio Holder for Regeneration and Tourism Supporting Portfolio Holder: Cllr Gary Scott, Portfolio Holder for Arts, Heritage & Culture
Ward Member(s) consulted?	Not required
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To enter contract with Publica Associates Ltd (company number 07225685) for the provision of

	consultancy services, incorporating the preparation of a spatial masterplan and framework for Clacton town centre which includes clear strategy for the development of the town centre going forward, for the Ten_14 Cultural Masterplanning project which is being delivered as part of the Community Regeneration Partnership funding programme. The services have a total cost of £91,050.00 plus VAT (including 10% contingency).
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	On 20 December 2024, Cabinet accepted the Community Regeneration Partnership funding and commenced delivery. Prior to this, the programme was accepted into the Policy Framework by Full Council on 8 June 2024 and the principle of entering the Partnership approved by Cabinet on 26 July 2024. Subsequently, the funding has been received and a Memorandum of Understanding entered with MHCLG which includes TDC as the Accountable Body. The funding period lasts until 31 March 2026. The appointment of the required services are necessary to progress the project through to delivery, including achieving defrayment in line with the MOU. The Council has conducted a procurement process in line with the constitution to procure a competent consultant with a comprehensive skill set including, Essential: Placemaking / urban design Creative stakeholder engagement Planning - including Town Centre uses Marketing & branding expertise Development costs and viability Heritage consultancy Transport consultancy Beneficial: Visual identity expertise Cultural programming Local expertise Meanwhile uses
Highlight any associated risks/finance/legal/equality considerations:	The services have been procured in line with the Procurement Procedure Rules as set out within Part 5 of the Council's Constitution: Section 4:

	4.3 Tenders (Procurement greater than £50,000 excluding VAT) 4.3.3 Selective Tendering Funding has been secured for the project through the Community Regeneration Partnership and allocated to the project by Cabinet as set out earlier in this notice. The Ten_14 project was approved by Cabinet in March 2025 and the project implementation was approved by the Portfolio Holders in August 2025. The appointment will achieve defrayment for the funding within the terms of the MoU with MHCLG. An equality impact assessment has been prepared as part of the Project Initiation Document.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The appointment duration concludes prior to the timescales of Local Government Reorganisation. Reassignment terms are incorporated within the Council's standard terms of appointment, which allows for the appointment to be transferred to a future authority, if required. This project will provide a consolidated spatial framework for investment and regeneration of Clacton-on-Sea town centre, delivering on the policies set out in the Council's Local Plan, and working in tandem with the Regeneration Plan under development by the Town Board as part of the Plan for Neighbourhoods funding. The masterplan will update and consolidate work by the Council over a number of years, such as the Clacton Town Centre Vision and Love Clacton spatial vision, into an adopted planning document that will provide a legacy for the Council.
Details of any Alternative Options Considered and rejected (together with reasons):	Option 1 – Not to appoint this company: In line with the Procurement Procedure Rules for this value level, a competitive mini-competition tender process was undertaken, administered by Essex Procurement Partnership through a suitable framework. Three tender returns were received. The proposed appointment was evaluated by a panel of officers as meeting the Council's requirements and providing value for money. Option 2 – Not to appoint at this time: Due to the limited funding envelope, delaying appointing to this key role in the project team could negatively impact on the feasibility of the project and risk the funding secured.

	Option 3 – Not to appoint an external consultant: this approach was not selected due to there not being sufficient capacity within Council teams to be resourced to the project within the timescales. The selected consultants expertise from similar contexts will also provide industry-leading advice and benefit to the Council and community. Option 4 – Not to progress the project: this would forfeit significant government funding and the opportunity to address important local issues, and could impact on the Council's access to central government regeneration funding in the future.																				
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	Not applicable																				
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	<table border="1"> <tr> <td></td><td>Not applicable – Decision [and report] to be published</td></tr> <tr> <td colspan="2">If Report is not to be published – tick one of the following boxes:</td></tr> <tr> <td></td><td>The report supporting the Decision contains confidential information</td></tr> <tr> <td></td><td>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</td></tr> <tr> <td></td><td> - Relates to an individual </td></tr> <tr> <td></td><td> - Likely to reveal the identity of an individual </td></tr> <tr> <td></td><td> - Relating to financial or business affairs of a person or organisation </td></tr> <tr> <td></td><td> - Relates to a claim for legal professional privilege in legal proceedings </td></tr> <tr> <td></td><td> - Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment </td></tr> <tr> <td></td><td> - Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime </td></tr> </table>		Not applicable – Decision [and report] to be published	If Report is not to be published – tick one of the following boxes:			The report supporting the Decision contains confidential information		The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:		Relates to an individual		Likely to reveal the identity of an individual		Relating to financial or business affairs of a person or organisation		Relates to a claim for legal professional privilege in legal proceedings		Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment		Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
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	<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons: [insert]
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Officers

Signed: Title: Deputy Chief Executive and Corporate Director
for Place & Wellbeing

In consultation with:

Signed: **Portfolio Holder For Economic Growth,
Regeneration and Tourism**

Signed: **Portfolio Holder For Arts, Culture & Heritage**

Dated: